

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to the Professional and Scientific Classification System
Date: June 5, 2000

Recommended Action:

Approve the establishment of the P&S classification, Administrative Assistant for Educational Services, in pay grade 4 (\$32,485 to \$48,294).

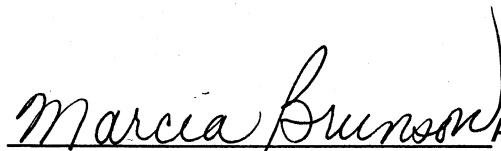
Executive Summary:

With the recent reorganization of the school and creation of the Education Department, there is a need to provide professional support for the Department to coordinate projects and assist in the delivery of programs to students around Iowa who are blind or visually impaired. IBSSS plans to place a current clerical employee in the new P&S position.

In compliance with the state's comparable worth law, the skill, effort, responsibilities and working conditions of the proposed classification were evaluated through use of the Job Evaluation Instrument. The pay grade assignment was made as a result of that evaluation.

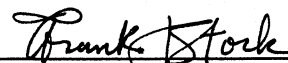
The classification description is in the Regent Exhibit Book.

Approval is recommended.



Marcia R. Brunson

Approved: _____



Frank J. Stork